16.0 HIT CONFIRMATION TRANSACTIONS

16.0   HIT CONFIRMATION TRANSACTIONS

16.1   DESCRIPTION

Prior to taking any action on a record listed in the system, the investigating agency <u>MUST</u>, for liability reasons, confirm the validity of such record with the entering agency.

This section provides information on the hit confirmation policy approved by the NCIC Advisory Policy Board.   NCIC provides information to law enforcement and criminal justice agencies to be used in conjunction with other facts known by the person(s) making the decision. This information is to be used only as a tool. It is not a substitute for professional judgment. Decisions regarding arrest or other enforcement action must be made using ***ALL*** available information.

When an agency receives a hit, and an individual is being detained, or piece of property seized, **confirmation with the entering agency is necessary to ensure the validity of the record prior to taking action. The entering agency, or a secondary agency acting on their behalf, must be available 24-hours a day, 7 days a week for confirmation.**

The entering agency has a duty to promptly respond with the confirmation information and other pertinent details.

Hit confirmation requests shall be made using a YQ transaction; hit confirmation responses shall be made utilizing the YR transaction.

See Appendix A, Section 16.0 for XML format examples

See Appendix B, Section 16.0 for Native formats examples.

16.1.1   PRIORITY OF REQUESTS

Circumstances surrounding the potential arrest and/or seizure of property, based upon records in NCIC will dictate the type of hit confirmation request a user should send. The two classifications are:

    1)   <u>Urgent</u>   Within 10 minutes.   In those instances where the hit is the only basis for detaining a suspect or property, or the nature of a case requires urgent confirmation of a hit, the highest level of priority is specified.

    2)   <u>Routine</u>   Within 1 hour. Generally this will be used when the person or property is being held on local charges or when an urgent confirmation is not required.

The agency receiving the hit confirmation request must either confirm the record or provide a time when the record will be confirmed. The decision for establishing priorities is <u>ALWAYS</u> made by the agency requesting confirmation and is a required field for all hit confirmation messages.

Shared Responsibility

Although a hit confirmation request relies primarily on the cooperation of the entering agency, the agency making the request **MUST** provide as much information in the proper format to assure an efficient exchange of information. This includes using the priority designation appropriately. Although it may seem easier to make everything a high priority, it defeats the purpose of this priority scheme. Agencies **MUST** use the lower priority when an immediate response is not necessary.

The person actually receiving the hit by teletype should remove the "hard copy" and place his or her name and agency case number on the face of the message as documentation of the event.

It may be necessary for the person receiving the hit to testify in court as to the course of events resulting from the inquiry and to produce the "hard copy" identifying it as the actual message received.

The NCIC Advisory Policy Board has adopted procedures for hit confirmation. State systems and users are required to comply with these procedures, as described below.

1. Upon receipt of a hit confirmation request, the originating agency (ORI) of the record must, within the time indicated in the request, furnish a substantive response, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.

2. A requesting agency not receiving a substantive response within the required amount of time should generate a second request.

3. When the agency generates the second request, the system will automatically send a copy to the state Nlets System Agency (NSA) where the agency holding the record is located as well as the NSA of the agency making the request. Should this request again fail to elicit a response within the required time, a third request should be sent.

4. When the third YQ is generated, copies will automatically be sent to the state Control Service Agency (NSA) where the agency holding the record is located as well as to the FBI NCIC at ORI/DCFBIWA00. No action will be taken by FBI NCIC unless the two control terminal agencies cannot resolve the matter.

The Nlets System Officer (NSO), or their designee, will institute appropriate action to ensure proper response to, and compliance with, system standards. This may include cancellation of records in both the state and NCIC systems.

NCIC policy requires YQ / YR transactions be used for all hit confirmation requests and responses.

IN ADDITION TO THE YQ/YR transaction:

Agencies can confirm or request confirmation via telephone *PROVIDED*, the phone conversation is recorded in some manner in the event the record is later not confirmed as valid by the entering agency.

16.2   MESSAGE KEYS

YQ	Hit Confirmation Request
YR	Hit confirmation Response

16.3   INQUIRY DESTINATION LIMITATIONS

YQ   Only one nine-character ORI may be addressed per transaction

YR   Only one nine-character ORI may be addressed per transaction

16.4   DATA ELEMENTS

16.4.1   YQ DATA ELEMENTS

MANDATORY

Field	MFC
Message key	None
ORI of requesting agency	None
Destination state	None
Fixed field prefix denoting beginning of message	TXT
Request type	RTY/
Request Number	RNO/
Priority Designation	PRI/
Agency Case Number	OCA/
NCIC Number	NIC/

AND
LICENSE PLATE DATA:

Field	MFC
License Number	LIC/
License State	LIS/
License Year	LIY/
License Type (optional)	LIT/

OR

VEHICLE DATA:

Field	MFC
Vehicle Identification Number	VIN/
Vehicle Year	VYR/
Vehicle Make (optional)	VMA/

OR
PERSON DATA:

Field	MFC
Name	NAM/
Date Of Birth	DOB/
Gender	SEX/

OR
GUN DATA:

Field	MFC
Serial Number	SER/
Caliber	CAL/
Make	MAK/
Model (optional)	MOD/

OR
ARTICLE DATA:

Field	MFC
Article Type	TYP/
Serial Number	SER/
Brand	BRA/

OR
SECURITY DATA:

Field	MFC
Security Type	TYP/
Serial Number	SER/
Denomination	DEN/

Field	MFC
Registration Number	REG/

OR

Field	MFC
Boat Hull Number	BHN/

OR

Field	MFC
Boat Make	BMA/

OR
VEHICLE PART DATA:

Field	MFC
Serial Number	SER/
Brand (optional)	BRA/
Category (optional)	CAT/

AND

Field	MFC
Name of Requestor	RNA/
Name of Requesting Agency	RAG/
Phone Number (optional)	PHO/
Phone Extension # (optional)	EXT/
Fax Number (optional)	FAX/
Court Order Number (optional)	CTO/
Warrant Number (optional)	WNO/
Remarks (optional)	REM/

16.4.2   YQ TRANSACTION FORMAT

The following HIT CONFIRMATION REQUEST and HIT CONFIRMATION RESPONSE transactions formats have been adopted. You must use these formats and message keys (YQ or YR) when requesting confirmation or responding to a hit confirmation request. **IT IS A VIOLATION OF NCIC POLICY TO USE AN ADMINISTRATIVE MESSAGE (AM) FOR RECORD CONFIRMATION OR RESPONSE.**

16.4.3   YQ FORMAT

Note:

Mandatory fields.

Optional fields, however, if a mandatory field is present past the optional field, the dot on either side is mandatory regardless if the optional field is left blank.

Indicates dot required only if optional field(s) is/are used. The dot is required if the field is left blank but another field is entered after it.

16.4.4   YQ MANDATORY OPTIONS

Vehicle by License Number

LIC/	LIS/	LIY/	LIT/
LIC (10)	LIS (2)	LIY (4)	LIT (2)

OR

Vehicle by Vin Number

VIN/	VYR/	VMA/
VIN (20)	VYR (4)	VMA (4)

OR

Vehicle by License and Vin

LIC/	LIS/	LIY/	LIT/
LIC (10)	LIS (2)	LIY (4)	LIT (2)

VIN/	VYR/	VMA/
VIN (20)	VYR (4)	VMA (4)

OR

Persons

NAM/	DOB/	SEX/
NAM (30)	DOB (8)	SEX (1)

WNO/	CTI/
WNO (20)	CTI (9)

OR

Guns

SER/	CAL/
SER (20)	CAL (4)

MAK/	MOD/
MAK (23)	MOD (20)

OR

Parts

SER/														BRA/				CAT/			
SER (20)														BRA (4)				CAT (2)			

OR

Article

TYP/						SER/														BRA/					
TYP (7)						SER (20)														BRA (6)					

OR

Boat Registration

REG/							
REG (8)							

OR

Boat Hull Number

BHN/																	
BHN (18)																	

OR

Security

TYP/		SER/												DEN/					
TYP (2)		SER (20)												DEN (9)					

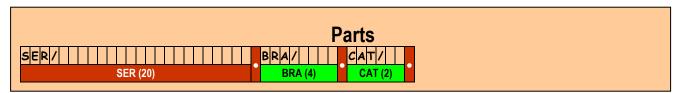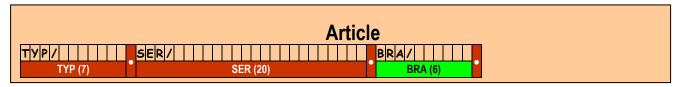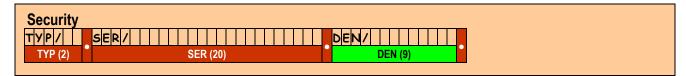## 16.4.5   YQ EXAMPLE

```
YQ.NY0100000.MA0450000.TXT
RTY/WP.RNO/1.PRI/U.OCA/9402061045.
NIC/21234061045.
NAM/PUBLIC, JOAN Q.DOB/042245.SEX/F.
RNA/SGT MCMURPHY.RAG/GOSHEN NEW YORK PD.
PHO/9142662828.EXT/123.FAX/9142249102
```

ACKNOWLEDGMENT SENT TO THE REQUESTING AGENCY:

```
EQO01200000. 23, 2006  16:21:26
```

ACKNOWLEDGMENT SENT TO THE AGENCY HOLDING THE RECORD:

The beginning of the message will indicate the number of the request:

****HIT CONFIRMATION REQUEST - FIRST NOTICE****

****HIT CONFIRMATION REQUEST - SECOND NOTICE****

****HIT CONFIRMATION REQUEST - THIRD NOTICE****

```
YQ.NY010000
12:23 06/10/1994 13423
12:23 06/10/1994 21902 IN0450000
TXT
****HIT CONFIRMATION REQUEST - FIRST NOTICE ****
****RESPONSE PRIORITY: URGENT! RESPOND WITHIN 10 MINUTES****

OCA/9402061045.NIC/21234061045.

**WANTED PERSON**

NAM/PUBLIC, JOAN Q.DOB/042245.SEX/F
NAME OF REQUESTER:SGT MCMURPHY.AGENCY NAME:GOSHEN NY PD.
PHONE:(602)266-2828.EXT:123.
FAX:(602)224-9102
```
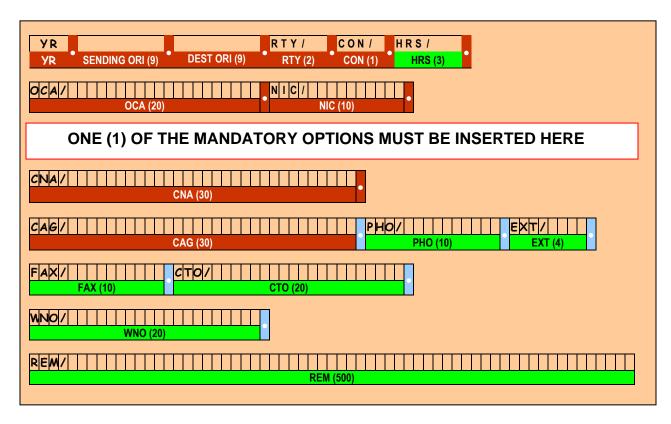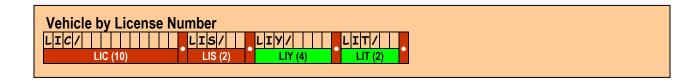
16.4.6   YR TRANSACTION FORMAT

YR	SENDING ORI (9)	DEST ORI (9)	RTY / RTY (2)	CON / CON (1)	HRS / HRS (3)

OCA / OCA (20)	NIC / NIC (10)

ONE (1) OF THE MANDATORY OPTIONS MUST BE INSERTED HERE

CNA / CNA (30)

CAG / CAG (30)	PHO / PHO (10)	EXT / EXT (4)

FAX / FAX (10)	CTO / CTO (20)

WNO / WNO (20)

REM / REM (500)

Note:

Mandatory fields.

Optional fields, however, if a mandatory field is present past the optional field, the dot on either side is mandatory regardless if the optional field is left blank.

Indicates dot required only if optional field(s) is/are used. The dot is required if the field is left blank but another field is entered after it.

16.4.7   YR MANDATORY OPTIONS

Vehicle by License Number

LIC / LIC (10)	LIS / LIS (2)	LIY / LIY (4)	LIT / LIT (2)

OR

Vehicle by Vin Number

VIN / VIN (20)	VYR / VYR (4)	VMA / VMA (4)

Persons

NAM/ | NAM (30) | DOB/ | DOB (8) | SEX/ | SEX (1)

Guns

SER/ | SER (20) | CAL/ | CAL (4)

MAK/ | MAK (23) | MOD/ | MOD (20)

Parts

SER/ | SER (20) | BRA/ | BRA (4) | CAT/ | CAT (2)

Article

TYP/ | TYP (7) | SER/ | SER (20) | BRA/ | BRA (6)

Boat Registration

REG/ | REG (8)

Boat Hull Number

BHN/ | BHN (18)

Security

TYP/		SER/																					DEN/										

TYP (2)	SER (20)	DEN (9)

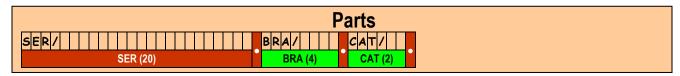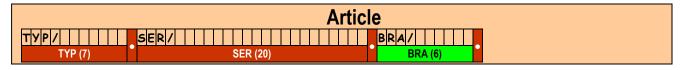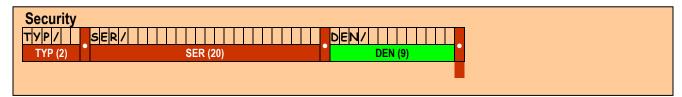## 16.4.8   YR EXAMPLE

\

```
YR.MA0450000.NY0100000.TXT
RTY/SV.CON/P.HRS/4.OCA/9402061045.
NIC/V134261045.LIC/ABC123.
CNA/SGT JAMIESON.CAG/BROCKTON PD.
PHO/2192334703.FAX/2192334788
```

ACKNOWLEDGMENT SENT TO THE AGENCY HOLDING THE RECORD:

```
EQO01200000. Jun 23, 2006  16:21:26
```

ACKNOWLEDGMENT SENT TO THE REQUESTING AGENCY:

```
YR.MA0450000
04:25 06/10/1994 13423
04:25 06/10/1994 21902 NY0100000
TXT
****HIT CONFIRMATION RESPONSE****
THE RECORD BELOW:IS IN PROCESS OF BEING CONFIRMED AND
WILL BE COMPLETED IN 4 HOURS.
OCA/9402061045.NIC/V134261045.LIC/ABC123.
**STOLEN/FELONY VEHICLE**
NAME OF CONFIRMER:SGT JAMIESON.CONFIRMING AGENCY: BROCKTON
PD.PHONE:(219)233-4703.FAX:(219)233-4788
```

16.5   MFC DIRECTORY

16.5.1   BHN   BOAT HULL SERIAL NUMBER - 20
MANDATORY

- At least one of BHN, OAN, or REG is required
- OAN and BHN cannot be the same.

Letters and numbers permitted. Cannot be all zeros or all letters. Must be at least 12 characters if BYR is 1985 or later and BMA isn't "MISC".

If BYR is 1985 or later, and BHN is 12 characters or longer the last two characters of BYR must match characters 11-12 of BHN.

If BYR is 1972-1984, and characters 9-12 of BHN are numeric, the last two characters of BYR must match characters 11-12 of BHN.

If BYR is 1972-1984 and character 9 of BHN is "M", the last two characters of BYR must match characters 10-11 of BHN.

16.5.2   BMA   BOAT MANUFACTURERS NAME (MAKE) - 24
MANDATORY

The first four characters must be from the Boat Data Codes chapter of the NCIC 2000 Code Manual, or be "MISC". If the manufacturer is not listed in the NCIC 2000 Code Manual, is unknown, or the boat hull number does not conform to the BHN rules above, use "MISC".

When "MISC" is used, enter the manufacturer name in characters 5-24 of BMA. If it doesn't fit, enter "SEE MIS" starting in position 5 and put the manufacturer name in MIS. (If your system only supports a four character BMA enter the manufacturer name in MIS for this case.)

If the manufacturer is unknown, use "MISC", enter "SEE MIS" starting in position 5, and describe the boat and any information that may lead to the determination of the boat manufacturer in MIS.

See BHN for interaction with that field.

16.5.3   BRA   BRAND NAME – 4
OPTIONAL

1) Vehicle/Boat

Must be either a vehicle or boat make code from the NCIC 2000 Code Manual, or "PART", "ENGN", "TRMN", "CERF", or "FARM" as described below.

If the part is from a vehicle, use a vehicle make code (VMA) from the Vehicle Data Codes chapter of the NCIC 2000 Code Manual for BRA. If the part is from a boat, use a boat make code (BMA) from Boat Data Codes chapter of the same manual for BRA.

If the vehicle or boat part manufacturer is not listed in the code manual, the generic code "PART" may be used. If the item is an engine ("ENGN"), transmission ("TRMN"), certificate of title ("CERF"), or farm/garden equipment ("FARM"), also without a listed manufacturer, use the generic codes for those items as described below. Always enter the manufacturer's complete name in MIS when generic BRA codes are used.

When the generic code "PART" is used, CAT cannot be "CF", "CT", "EN", "OB", or "TN". The manufacturer's complete name should be entered in MIS.

For a stolen engine, transmission, or VIN plate, use the make code for the vehicle or boat manufacturer.

For a stolen engine or transmission not built by a listed manufacturer, use "ENGN" or "TRMN" and enter the manufacturer's complete name in MIS.

For a stolen, issued, certificate of title or certificate of origin, use the make code for the vehicle identified on the document.

For a stolen, blank, serial-numbered certificate of title or certificate of origin, use "CERF" and enter the document serial number in SER.

For a stolen bucket, scoop, or plow (etc) from farm, garden, or construction equipment, use the vehicle make code for the equipment manufacturer.

For stolen items from farm, garden, or construction equipment not built by a listed manufacturer, use "FARM" and enter the manufacturer's complete name in MIS.

2) Property/Articles

Brand name code for article. Letters, numbers, hyphen, and spaces permitted.

If possible use a brand name code from the NCIC 2000 Code Manual.

For driver licenses, use the two-letter NCIC state or country code for the issuing state or country.

For Social Security Cards use "USGOV".   Both of these items, along with the victim information should be entered into the Identity Theft Files.

If BRA is "DELL" and TYP is "DCOMPUT" or "DLAPTOP" then an all-letter SER is permitted.

If an applicable brand name code is not listed in the NCIC 2000 Code Manual, a custom brand name code should be created in the following manner:

- BRA must be two characters or longer; BRA cannot be all blanks; BRA must not consist solely of "X", "Y", "Z", or "L" characters; BRA must not consist of "UNK", "UNKN", "UNKNOWN", or "NONE".

- The words "AND", "COMPANY", "CORPORATION", "INCORPORATED", "LIMITED", and the ampersand ("&") are not considered part of the actual brand name.

- If the brand name consists of:
  - A single word: Use the first six letters of the name.
  - Two words: Use the first letter of the first word, followed by a space, then the first four letters of the second word.
  - Three words: Use the first letter of the first word, followed by a space, then the first letter of the second word, followed by a space, then the first two letters of the last word.
  - An initial and one word: Use the initial, followed by a space, then the first four letters of the word.

- Two initials and one word: Use the first initial, followed by a space, then the second initial, followed by a space, then the word.
    - Initials: Use the initials omitting spaces and periods.
- BRA for livestock must contain the breed of the animal. The above coding instructions apply.
- When property does not have a brand name or if the brand name is unknown, "NO BRA" must be entered in the BRA field. A complete description of the article should be entered in the MIS field if the brand name code is "NO BRA".
- If the stolen property is issued by a government or military agency, the BRA Field should identify that agency, e.g., USMC, USARMY, USNAVY, USAF, USCG, FBI, TSA, DHS, etc. This applies to items such as badges and credentials.
- If the entry is for a toxic, hazardous material, BRA must contain the name of the material's manufacturer. The above coding instructions apply.

16.5.4 CAG CONFIRMING AGENCY - 30
MANDATORY

Name of the Agency confirming the record

16.5.5 CAL CALIBER - 4
MANDATORY

Use caliber as stamped on weapon. Only numbers permitted.

See the Gun Data Codes chapter of the NCIC 2000 Code Manual for more information about CAL.

16.5.6   CAT   CATEGORY – 2
MANDATORY

Must be a code from the NCIC 2000 Code Manual.

If the part is from a vehicle, use a category code (CAT) from the Vehicle Data Codes chapter of the NCIC 2000 Code Manual. If the part is from a boat, use a category code (CAT) from the Boat Data Codes chapter of the same manual.

When the generic BRA code "PART" is used, CAT cannot be "CF", "CT", "EN", "OB", or "TN".

If CAT is "OB", then SER, EPD, and VYR are required. If the EPD field is used, CAT must be "EN" or "OB".

If no other CAT code is applicable, the generic CAT codes for unlisted parts or components are:

"AG"	Automotive
"AC"	Aircraft
"CE"	Construction equipment
"FE"	Farm and garden equipment

16.5.7   CON   CONFIRMATION STATUS - 1

Nlets will translate the confirmation status field ("CON/").

Y	Yes
N	No
P	In process of being confirmed
E	Valid but awaiting a decision on extradition

16.5.8   CNA   CONFIRMING PERSON - 30

Name of the person confirming the record

16.5.9   CTI   COURT ORI – 9
MANDATORY

Originating Agency Identifier of Court issuing warrant or restraining order.

16.5.10   CTO   COURT ORDER NUMBER – 20
OPTIONAL

Document number of court issued warrant or restraining order.

16.5.11   DEN   DENOMINATION - 9
MANDATORY

Enter in the denomination field the amount of money represented by bonds, debentures, currency, travelers checks, money orders, notes and other securities as indicated thereon. An amount which does not include a fraction of a dollar should be entered omitting the cents position, e.g., a money order for $37.00 would be entered as 37. When the amount includes a fraction of a dollar, a hyphen should be used in place of a period (decimal). E.g., a money order for 35.75 would be entered as 35-75.

Denominations of money orders, stolen, embezzled or missing before being issued by the appropriate authority and before value amounts were indicated thereon should be entered as "BLANK". This indicates that the amount to be paid was not stated on the money order.

Enter the number of shares represented by stock certificates. These securities do not state an amount to be paid which would be used to denote denomination. (Do not enter par value of stock in the denomination field.) If the number of shares represented by a stock certificate are not set out because the certificate was stolen before being properly executed, the word "BLANK" should be entered in the denomination field.

When entering warrants and rights, enter the number of new securities which the document entitles the owner to purchase. This will be clearly stated on the document. When the number includes a fraction represented with a numerator and denominator, a hyphen should be used to represent the slash (/), e.g., 4 3/8 would be shown as 4 3-8. When the number includes a fraction represented as a decimal, a hyphen should be used in place of the decimal point, e.g., 4.75 would be entered as 4-75.

Warehouse receipts do not represent a value and may be issued for numerous warehouse items. In each instance include in the Denomination Field only the alpha characters "WR".

Do not use commas, periods, decimal points or dollar signs in the denomination field. Denomination should always be entered in numerical form except where entry of the word "BLANK" or the alpha characters "WR" are appropriate.

The following are examples of entries in the denomination field:

$1,000 Bond	1000
100 Shares Stock Certificate	100
$5 Federal Reserve Note	5
$37.50 Money Order	37-50
Warehouse Receipt	WR
Warrant Representing Right to Purchase Four Shares of Stock	4

If type (TYP) is Bank of Canada (BC), DEN must be 1, 2, 5, 10, 20, 50, 100, 500, or 1000.

If TYP is Treasury Bill (BL), DEN must be 1000, 5000, 10000, over 10000 in multiples of 5000 up to 1000000.

If TYP is Federal Reserve Bank Note (FB), DEN must be 1, 2, 5, 10, 20, 50, or 100.

If TYP is Federal Reserve Note (FR), DEN must be 1, 2, 5, 10, 20, 50, 100, 500, 1000, 5000, or 10000.

If TYP is FR, and the Security Date (SDT) is 1969 and greater, the DEN cannot be 500, 1000, 5000, or 10000.

If TYP is FR and the SDT is 1976, DEN must be 2.

If TYP is Gold Certificate (GC), DEN must be 10, 20, 50, 100, 500, 1000, 5000, 10000, or 100000.

If TYP is National Bank Note (NB), DEN must be 5, 10, 20, 50, or 100.

If TYP is U.S. Individual Retirement Bond (RB), DEN must be 50, 100, 500, or 1000.

If TYP is U.S. Savings Bond (SB), DEN must be 10, 25, 50, 75, 100, 200, 500, 1000, 5000, 10000, or 100000.

If TYP is Silver Certificate (SC), DEN must be 1, 2, 5, 10, 20, 50, 100, 500, or 1000.

If TYP is U.S. Savings Note (SN), DEN must be 25, 50, 75, or 100.

If TYP is Treasury Bond (TB), DEN must be 500, 1000, 5000, 10000, 100000, or 1000000.

If TYP is Treasury Certificate of Indebtedness (TD), or Treasury Note (TN), DEN must be 1000, 5000, 10000, 100000, or 1000000.

If TYP is U.S. Note (UN), DEN must be 1, 2, 5, 10, 20, 50, 100, 500, 1000, 5000, or 10000.

When the RMI Field contains the value C (COUNTERFEIT), edits on DEN Field do not apply.

16.5.12   DOB   DATE OF BIRTH – 8
MANDATORY

Date format, which is YYYYMMDD.

16.5.13   EXT   EXTENSION - 4
OPTIONAL

Telephone Number extension of the person making request

16.5.14   FAX   FAX NUMBER - 10
OPTIONAL

Fax number of person making request

16.5.15   HRS
CONDITIONAL

The hours field is required when the confirmation status field is either "E" or "P"

16.5.16   LIC   LICENSE PLATE NUMBER – 10
OPTIONAL

Only letters and numbers permitted. Cannot be "UNK", "UNKN", or "UNKNOWN".

LIC, LIS, LIY, and LIT must be used together, as a set.

All hyphens, spaces, and symbols must be omitted. If a hyphen or symbol is a critical component of the plate information concerning the location and design should be included in the MIS field. Include the entire plate number in the MIS field, with a hyphen in place of the symbol as necessary.

When one character appears over another, the top character must be entered first, immediately followed by the bottom character. i.e. $^A/_B$ as AB.

Partial license plate numbers must not be entered, unless the license plate is longer than 10 characters. In such cases, enter the last (rightmost) 10 characters in LIC field then place the entire plate in the MIS field.

16.5.17   LIS   LICENSE PLATE STATE – 2
CONDITIONAL

- Mandatory with LIC – used as set
- Otherwise must be blank

State of issue. Must be a state or country code from the State and Country Data Codes chapter of the NCIC 2000 Code Manual, or "XX" if unknown.

For military and other U.S. Government vehicles, with plates displaying the inscription "U.S. Government", the code "US" should be used.

16.5.18   LIT   LICENSE PLATE TYPE – 2
OPTIONAL

- Mandatory with LIC – used as a set
- Otherwise must be blank

Must be a code from the Vehicle Data Codes chapter of the NCIC 2000 Code Manual.

Use "PC" for passenger cars, sport-utility vehicles, and pickup trucks. See the NCIC 2000 Code Manual for all other codes.

16.5.19   LIY   LICENSE PLATE YEAR – 4
OPTIONAL

- Mandatory with LIC – used as a set
- Otherwise must be blank

Must be a four-digit year (YYYY) or "NX". The highest year the vehicle registration is valid. Can be up to six years in the future. Use "NX" for non-expiring plates.

16.5.20   MAK   MAKE - 23
MANDATORY

Characters 1-3 must be a valid MAK code from the Gun Data Codes chapter of the NCIC 2000 Code Manual.

The manufacturer name is also called the make of the weapon. It should be determined from the frame or receiver of the weapon.

The MAK field should be used in the following manner:

1. If the weapon was originally issued by the United States military, including military surplus:

   a. Use "USA" in positions 1-3 (the first three characters).

2. If the manufacturer is known:

   a Use the appropriate manufacturer MAK code from the Gun Data Codes chapter of the NCIC 2000 Code Manual.

3. Non-military United States Government weapons (FBI, TSA, etc) are not treated differently:

   a. Use the appropriate manufacturer MAK code from the Gun Data Codes chapter of the NCIC 2000 Code Manual.

4. If the manufacturer is known but not listed in the NCIC 2000 Code Manual:

   a. Use "ZZZ" in positions 1-3 and the manufacturer name in positions 4-23.

5. If the manufacturer is unknown, the country of origin is the United States, and the weapon was not issued by the US military:

   a. Use "US" in positions 1-2 and "UNKN" in positions 4-7.

6. If the manufacturer is unknown and the country of origin is foreign:

   a. Determine the code for the foreign country of origin from the State and Country Data Codes chapter of the NCIC 2000 Code Manual. Use it in positions 1-2 and "UNKN" in positions 4-7.

7. If the manufacturer is unknown and the country of origin is unknown:

A weapon with a serial number or owner applied number may be entered using "ZZZ" in positions 1-3, without a manufacturer name in positions 4-23, if:

It is connected to a major criminal investigation, or

It has distinct point(s) of identification, which must be specified in the MIS field.

If the message does not have a serial number it will not be NCIC Qualified.

16.5.21   MIS   MISCELLANEOUS – 500
MANDATORY

At minimum, agencies must enter a telephone number at which they may be reached 24-hours a day for confirmation purposes.

All characters except period, slash, single quote and double quote permitted. Use to further describe the wanted person.

16.5.22   MKE   MESSAGE KEY – 4
MANDATORY

16.5.23   MNE   MNEMONIC   .-.3

Three letter code of the agency for which the officer works. For example, if this message was sent by the Bureau of Emergency Communication Center (an independent 911 center serving multiple agencies) for a Gresham police officer, the three letter code of GSP would be used.

16.5.24   MOD   MODEL - 9
OPTIONAL

Model number or model name of article. Letters, numbers, and spaces permitted.

The MOD field should be used in the following manner:

1) If the model number:

   a. Exceeds nine characters: Use only the last nine characters, with the complete model number shown in the MIS field. For model number 12345678987, enter 345678987 in MOD and 12345678987 in MIS.

   b. Is a single word: Use the first nine letters of the word.

   c. Consists of two words: Use the first letter of the first word, followed by a space, then first seven letters of the second word.

   d. Consists of three words: Use the first letter of the first word, followed by a space, then the first letter of the second word, followed by a space, then the first five letters of the third word.

   e. Consists of an initial and one word: Use the first initial, followed by a space, then the first seven letters of the word.

   f. Consists of two initials and one word: Use the first initial, followed by a space, then the second initial, followed by a space, then the first five letters of the word.

2) If none of the preceding instructions apply because there is no model name or number, the composition, design, size, style, type, or use should be entered. For example:

   a. Lady's wristwatch   TYP/PWATCH with MOD/L WRISTWA

   b. 19-inch TV   TYP/RTELEVI with MOD/19 INCH

   c. Paper shredder   TYP/ESHREDD with MOD/PAPER

   d. Carpet shredder   TYP/ESHREDD with MOD/CARPET

3) The MOD field in an entry for livestock should contain the gender and age indicated by words such as bull, calf, steer, boar, sow, hog, mare, gelding, stallion, etc.

4) The MOD field in an entry for a state auto inspection sticker or a license plate renewal tab should contain the month and last two digits of the year of expiration.

5) If the entry is for a toxic, hazardous chemical, the MOD field should convey the chemical's physical properties with words such as LIQUID, GAS, POWDER, CRYSTAL, SOLID, etc.

16.5.25   NAM   NAME – 30

MANDATORY

Name of wanted person. Letters, hyphens, a comma, and spaces permitted. Use "LAST, FIRST MIDDLE OTHER" format.

Multiple last names, with or without spaces in between, are combined into the entered last name. Apostrophes are not entered. For last names conjugated by the letter "y", replace the "y" with a hyphen and join the names together. A single comma is required after the last name.

Hyphens are permitted in the last name only; if a first or middle name is hyphenated, replace the hyphen with a space. If that creates more names than permitted, remove the space so the two formerly hyphenated names become one.

Things to know about NAM:

Up to three hyphens are permitted in the last name.

No hyphens are permitted in the first, middle, or other names.

NAM must be at least five characters in length.

Titles and other designations occuring before the first name are not permitted (Ms., Dr., etc).

Name format:

LAST, FIRST MIDDLE OTHER

Examples:

Subject has an other name:

Mr. Reginald Charles Hogworthy III

HOGWORTHY, REGINALD CHARLES III

The subject's last name is hyphenated or the letter y conjugates last names:

Natalie Spencer-Windsor

SPENCER-WINDSOR, NATALIE

Jennifer M. Gomez y Garcia

GOMEZ-GARCIA, JENNIFER M

John Franklin al-Muhammad y Jones Jr.

AL-MUHAMMAD-JONES, JOHN FRANKLIN JR

Dr. Jeffrey Jay van de Muhammad Al-Akbariah

VANDEMUHAMMADAL-AKBARIAH, JEFFREY JAY

The last name is a compound name without a hyphen or the letter y:

James F. FitzMaurice III

FITZMAURICE, JAMES F III

Mrs. Alice Fay McDonahue

MCDONAHUE, ALICE FAY

Jean Pierre Michael d'Lessandro

DLESSANDRO, JEAN PIERRE MICHAEL

Mr. Anthony Mark Van de Swelte

VANDESWELTE, ANTHONY MARK

Ms. Christina Michelle Jones O'Connor

JONESOCONNOR, CHRISTINA MICHELLE

The first name is compound:

Billy Jack Harry Coe

COE, BILLY JACK HARRY

Velda-Mae Cook

COOK, VELDA MAE

Mary-Jo Ashley Heather McMahan

MCMAHAN, MARYJO ASHLEY HEATHER

Joanne Hurt

HURT, JOANNE

Jo Ann Okilahoe

OKILAHOE, JO ANN

The first or middle name is an initial:

Mr. T. S. Elliot

ELLIOT, T S

Dr. Thornton M. Cogswell

COGSWELL, THORNTON M

16.5.26   NIC   NCIC NUMBER – 10
AUTOMATIC

NCIC-assigned number used to identify records in NCIC. It is a letter followed by nine digits. Wanted person record NICs start with "W".

16.5.27   OCA   ORIGINATING CASE NUMBER – 20
MANDATORY

Case number assigned by entering agency. Letters, digits, hyphens, and spaces permitted. Must be longer than one character. Cannot be all spaces, all zeros, or "NONE". The first seven characters cannot match the first seven characters of ORI.

16.5.28   ORI   DESTINATION AGENCY IDENTIFIER – 9
MANDATORY

Code for agency submitting message, or for agency on whose behalf message is submitted. It is the agency of record for messages. Must be an active ORI. The first seven characters cannot match the first seven characters of OCA.

16.5.29   PHO   PHONE NUMBER - 10
OPTIONAL

Telephone number of the person making request

16.5.30   PRI   PRIORITY 1
MANDATORY

- U   Urgent
- R   Routine

16.5.31   RAG   NAME OF AGENCY MAKING REQUEST - 30
MANDATORY

16.5.32   REG   REGISTRATION NUMBER - 8
CONDITIONAL

- Must be one of REG, BHN or OAN
- REG, RES and REY - used as a set

The state-provided boat registration number. Only letters and numbers permitted. All zeros or all letters are not permitted. The first two letters must be a state code from the State and Country Data Codes chapter of the NCIC 2000 Code Manual.

The boat registration number should be available for use from all boats except those stolen prior to their registration.

If a Coast Guard Document Number is the only identifier, put it in REG in this fashion: if it is a six-digit number put "D0" in front followed by the number. If it is a seven-digit number put "D" in front followed by the number. In either case you end with an eight-character number starting with a "D" and ending with seven digits. The put "US" in RES and "NX" in REY.

CGD and REG cannot have the same document number.

The Boat Registration Query by Registration Number message requires a specific field format for REG. The format is described with that message.

16.5.33   REM   REMARKS 500

OPTIONAL

Any pertinent remarks up to 500 characters

16.5.34   REQ   REQUESTOR NAME – 30

MANDATORY

Name of person requesting CCH record. Letters, comma, spaces, hyphens and numbers permitted.

16.5.35   RNO   REQUEST NUMBER   1

MANDATORY

    1   First Request

    2   Second Request

    3   Third Request

16.5.36   RTY   REQUEST TYPE 2

MANDATORY

    SV   Stolen / Felony vehicle

    SP   Stolen Part

    SL   Stolen License plate

    SA   Stolen Article

    SB   Stolen Boat

    SG   Stolen Gun

    SS   Stolen Security

    WP   Wanted Person

    MP   Missing Person

    PO   Protective Order

16.5.37   SER   SERIAL NUMBER - 20

CONDITIONAL

SECURITY

- Mandatory to use either OAN or SER

- SER is required for a message to be NCIC Qualified.

- OAN and SER cannot be the same.

Serial number of weapon. Only letters and numbers permitted. Must be at least two characters in length. Cannot be all zeros. At least one digit required.

The manufacturer's serial number from the weapon should be entered. If the weapon has multiple numbers, enter the number from the frame or receiver in SER and all other numbers in MIS.

If the weapon serial number exceeds 20 characters, enter the rightmost 20 in SER and the complete serial number in MIS.

If the weapon is a Luger dating from World War II, enter any letter or prefix available that appears with the weapon serial number. Enter the year of manufacture engraved over the serial number in MIS. If there are script letters on the center toggle link on top of the gun, enter those in MIS as well since they indicate the manufacturer's trademark.

ARTICLE

- At least one of OAN or SER must be used

- OAN must be blank for serialized article messages.

- OAN and SER cannot be the same.

Serial number of article. Only letters and numbers permitted. Must be at least two characters in length. Cannot be all zeros. If BRA is "DELL" and TYP is "DCOMPUT" or "DLAPTOP" then an all-letter SER is permitted otherwise at least one digit is required.

With consecutively serialized article messages two serial numbers (SER-SER) are used to specify the low and high of the article serial number range.

- A hyphen separates two serial numbers, lower serial number on the left, higher on the right.

- Minimum total length is five characters: two characters, a hyphen, and two more characters.

- Maximum is two 20 character serial numbers separated by the hyphen for 41 total characters.

- For serial numbers longer than 20 characters the rightmost 20 characters should be used.

- Letters and numbers permitted, cannot be all letters.

- Each serial number must have a non-zero digit.

- The two serial numbers must be the same length.

- Letters may be intermixed in both serial numbers, but they must be the same. That is, the same letter must be in the same position in both serial numbers.

- The rightmost numeric values in the serial numbers must establish a consecutive sequence. Letters are ignored for this check.

- The serial numbers cannot end with letter O.

- Only the rightmost three digits (at most) of the numeric sequence will be used.

- The difference between the numeric values used for the sequence must not be greater than 100.

- All the numeric characters except for the rightmost three must be the same for the two serial numbers.

SER-SER examples:

    5387621-5387692   numbered sequence is 621-692

5382961-5382968	numbered sequence is 961-968
1235BD-1274BD	numbered sequence is 235-274
AB67C53-AB67C68	numbered sequence is 53-68
AB6782C-AB6808C	numbered sequence is 782-808

16.5.38   TYP   TYPE - 2
MANDATORY

   1) Type code for weapon.

The first character identifies the type of weapon and the second character describes the weapon. The second character should always be used, and is required when the first is "P", "R", or "S", which indicates pistol, rifle, or shotgun.

See the Gun Data Codes chapter of the NCIC 2000 Code Manual for all weapon type codes and usage examples.

   2) Type code for article. Only letters permitted.

If possible use a type code from the NCIC 2000 Code Manual. (Commonly used codes may be found in the Code Manual Extract section) If none are applicable a custom type code should be used.

An article type code consists of one alphabetic character (the category code) followed by four to six alphabetic characters (the article name code) that describe the article. Together they make up the article type (TYP) code. If the first character is other than "Y", the article name code must be listed in the NCIC 2000 Code Manual.

When entering a toxic chemical or hazardous materials article record, the category code "T" must be used as shown with the following article codes. Entry of these codes will cause the issuance of the appropriate warning caveat in the NCIC hit response.

TBIOLOG	Biological
TCORROS	Corrosive
TEPAHAZ	Environmental Protection Agency Hazardous Wastes
TEXPLOS	Explosives
TFLALIQ	Flammable Liquid
TFLASOL	Flammable Solids
TGGASES	Gas
TPOISON	Poisonous Substances
TTORM	Other Regulated Materials (Miscellaneous Dangerous Substances)

   3) The hazmat fields (HMC, LOT, PLI, UNN) may only be used if TYP starts with "T", for toxic materials.

16.5.39 VIN VEHICLE IDENTIFICATION NUMBER – 20
OPTIONAL

Only letters and numbers allowed.

VIN, VYR, VMA, VMO, VST, and VCO must be used together, as a set, and are called the "VIN set".

16.5.40 VMA VEHICLE MAKE - 24
OPTIONAL

- MANDATORY with VIN – used as a set

- Otherwise must be left blank.

The VMA Field can be up to 24 characters.

> The first four characters ***must be a valid code***

If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 must be blank.

> The remaining characters are free text and ***must*** contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK.

16.5.41 WNO WARRANT NUMBER – 20
OPTIONAL

A court issued number. Letters, numbers and hyphens allowed. Hyphens are removed from the WNO sent to NCIC.